

Date: [Current Date]

To:

[General Contractor Name]

[Company Name]

[Address]

[City, State, Zip Code]

Re: NOTICE OF DELINQUENT PAYMENT TO SUBCONTRACTORS

Project Name: [Project Name/Number]

Project Address: [Project Address]

Dear [Name of Contractor Representative],

I am writing to you regarding the construction project located at [Project Address]. It has come to my attention that the following subcontractors and/or suppliers have not been paid for labor and materials provided to the project, despite payments being issued by the Owner to [General Contractor Company Name]:

- [Subcontractor Name 1]: [Amount Owed]
- [Subcontractor Name 2]: [Amount Owed]

Pursuant to our Prime Contract and applicable state prompt payment statutes, you are required to remit payment to your subcontractors within [Number] days of receiving payment from the Owner. Your failure to do so constitutes a material breach of contract and may subject the property to mechanic's liens.

This letter serves as formal demand that you provide written proof of payment to all subcontractors listed above within [Number] business days of the date of this letter. Failure to resolve these outstanding balances immediately will result in further action, which may include:

1. Withholding of further progress payments.
2. Direct payment to subcontractors with a corresponding back-charge to your account.
3. Termination of your contract for cause.
4. Reporting this delinquency to the State Licensing Board and your surety company.

Please govern yourself accordingly.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]